

RECEIVABLES CREDIT/DEBIT MEMO FORM

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:	August 29, 2012		
Station:	KMBC		Drop Down
Sales Region:	LOCAL		Drop Down
Agency:	Media Strategies & Research		
Advertiser:	McCaskill/D/US Senate		
Invoice #	941122	Net Invoice Amount	\$42,755.00
Invoice Date		Amount Paid	\$42,755.00
		Adjustment to Gross Billing	\$1,000.00
		Adjustment to Net Billing	\$850.00
AE Name:	Jeff Kitzsteiner		
SM Name:	Jeff Hoyt		
Reason for DEBIT/CREDIT:	ORDER INPUT ERROR		Drop Down

(Field Required - must use drop down list)

EXPLANATION (Please explain in detail):

Correcting line 2 rate from \$850.00 to \$1,000.00 { 7-9AM, GMA 4X } & line 8 rate from \$1,200.00 to \$1,400.00 { 5-5:30PM, 9 News At 5PM 2X } to reflect the same rates as Akin/R/US Senate.

Revised invoice required? _____

REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to Regional C&C Manager

Input to Wide Orbit on: _____ by _____

